

**EASTERN MICHIGAN  
UNIVERSITY™**

**PHYSICAL PLANT  
OPERATIONAL & MAINTENANCE  
ADMINISTRATIVE PROCEDURE**

<b>Section</b>	<b>Subject</b>	<b>Effective date</b>	<b>Procedure Number</b>
<b>Administration</b>	<b>Breaks</b>	<b>May 30, 2013</b>	<b>A-18</b>

**Purpose**

This procedure is intended to outline Physical Plant expectations for acceptable locations for breaks.

**Procedure**

1. Rest periods (breaks) shall be provided for as stipulated in the respective collective bargaining agreements
  - 1.1. Employees are authorized to take breaks in their immediate work areas, as directed by their immediate supervisors, or as otherwise stipulated in their respective collective bargaining agreement.
  - 1.2. Breaks are not authorized for activities that take employees away from their immediate work areas (e.g. leaving campus, working-out, going to the drug store, etc.)

Authorized by:

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